

## Section 1

### #1: Opening paragraph ("Dear Sir, I am here to express...future-ready.")

*Strengths:*

- You clearly state your purpose right at the start, which helps the reader understand why you're writing
- Your opening shows a helpful attitude by mentioning how you can support their company

*Vague purpose statement* → Whilst you mention wanting to collaborate, your opening doesn't specify exactly what type of help you're offering. The phrase "enhance the vitality of our world" is quite unclear—does this mean carbon monitoring, water treatment, or something else? A business letter needs to tell the reader immediately and precisely what service you're providing.

*Exemplar: "I am writing to offer our environmental monitoring and water treatment services to support your company's sustainability goals."*

### #2: Second paragraph ("Three months ago, at that eco protection meeting...handled responsibly.")

*Strengths:*

- You reference a specific past meeting, which shows you've had contact before and helps the reader remember you
- You mention concrete services like carbon footprint monitoring and lake pellets for waste water

*Confusing sentence structure* → This paragraph tries to cover too many different ideas in just two sentences, making it hard to follow. You jump from the meeting, to your emails, to lake pellets without clear connections. The phrase "we have improvised our lake pellets" is also confusing—did you create them or improve them? Breaking this into separate, shorter sentences would make your points much clearer.

*Exemplar: "At the meeting, you mentioned wanting to monitor your carbon footprint. Since then, I have contacted you several times to offer our assistance. We have also improved our lake pellets, which can clean the waste water produced during your manufacturing process."*

**#3: Third paragraph ("You don't need to question our service quality...safe to build on.")**

*Strengths:*

- You provide a real example of your past work, which helps prove you can do the job
- You explain the problem and how you solved it, showing what you're capable of

*Informal tone and unclear details* → The phrase "You don't need to question" sounds slightly defensive and isn't appropriate for a professional letter. Additionally, you don't explain what "the AAA" is—is it a company name or an organisation? The details about the contamination are a bit general; mentioning the specific types of pollutants or the timeline would make your example stronger and more believable.

*Exemplar: "Our services have proven effective for clients such as AAA Corporation. When soil contamination halted construction at their new headquarters, we identified the pollutants and safely removed all hazardous materials within six weeks, allowing their project to resume."*

■ Your letter shows good initiative in following up with a potential client and providing examples of your work. However, the overall structure needs improvement to make your message clearer. Right now, the paragraphs feel a bit jumbled, with too many ideas packed into single sentences. Try organising your letter so each paragraph has one main point: paragraph one states your purpose, paragraph two explains your specific services, paragraph three gives your example, and paragraph four requests the meeting.

Additionally, your writing would benefit from more precise language throughout. Phrases like "enhance the vitality of our world" and "really change the world for the better" are too vague for a business letter. Instead, focus on concrete benefits: "reduce your carbon emissions by 30%" or "ensure compliance with environmental regulations." Business readers want to know exactly what you can do and how it will help them.

The tone also needs adjusting in places. Phrases like "You don't need to question" might come across as pushy rather than confident. Try expressing your reliability without sounding defensive. Also, when you mention emailing "several times since," this could make the reader feel pressured. A gentler approach would be to simply reference that you've "been in touch" or "followed up."

Your example about AAA is helpful, but it needs clearer details to be truly convincing. What type of company is AAA? What specific contaminants did you remove? How long did the project take? These concrete details would make your success story much more impressive and believable. Finally, polish your sentences to remove awkward phrases like "we have improvised" and make sure all your company and client names are written clearly.

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**Overall Score: 39/50**

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## Section 2

#1 Dear Sir,

I am ~~here to express my hope~~ [writing] to ~~collaborate~~ [offer collaboration] with your company to help ~~enhance the vitality of our world~~ [reduce your environmental impact]. Your team can focus on selling your products whilst we help keep your operations environmentally sound and future-ready.

#2 Three months ago, at that eco protection meeting ~~during which~~ [, ] you expressed that your company is there to help the environment and your team uses purely eco-friendly materials [.] ~~you also mentioned that you still want~~ [You also mentioned wanting] to ~~be able to~~ monitor your carbon footprint to be sure. I have ~~emailed~~ [contacted] you several times since to ~~appeal our wishes to assist you in that~~ [offer our assistance with this]. ~~Furthermore, we~~ [Additionally, we] have ~~improved~~ [improved] our lake pellets to clean up the waste water that is produced during the ~~making~~ [manufacturing] process, ensuring that even the ~~byproducts~~ [by-products] of production are handled responsibly.

#3 ~~You don't need to question our service quality, we~~ [We] have proven our reliability with ~~the AAA who wanted to remove the contamination~~ [Corporation, which required soil decontamination services] ~~of the soil on~~ [at] their new headquarters. The ~~ground~~ [groundwater] ~~water~~ was ~~deeply~~ [severely] polluted and there were unsafe materials ~~all around~~ [throughout the site], forcing them to ~~put a pause on~~ [halt] construction of their headquarters. ~~During that, we~~ [We] helped investigate what was contaminated and cleaned up the hazardous ~~material~~ [materials] with ~~special~~ [specialised] equipment, making the area ~~perfectly safe to build on~~ [for construction].

If possible, I'd love to set up a quick 30-minute meeting so ~~we would be able to adjust~~ [we can discuss] the offer according to ~~our~~ [your] needs. We can arrange the meeting according to your ~~timetable~~ [schedule] and we are available every day next week.

We believe that with our teams working together we can ~~really change the world for the better~~ [make a meaningful difference].

Yours sincerely,

Joyce Lu